

Class Code 3310/Nonexempt
Position Title Coordinator
Working Area Historical Museum
Effective Date April 18, 2003



JOB DESCRIPTION

Scope

Responsible for the daily operations of the Museum, including administrative work and employee supervision..

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Give guided tours to the public and speak to outside organizations on the subject of Seminole County history. Develop enhancements and installations of museum exhibits and special collections. Evaluate the museum collections and prepare museum records. Provide training and supervision for volunteers and staff. Coordinate and schedule the use of museum facilities, equipment and supplies. Respond to citizen inquiries in a timely manner. Keep Department Director apprised of complaints and action taken. Maintain all applicable records, accounts and inventories according to County policies and procedures. Compile information regarding unit activities and prepare periodic and special reports as needed. Serve as community liaison with museum affiliated organizations. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Knowledge of principles and practices of museum collection management and preservation. Must possess and maintain a valid Florida Driver's License.

Education

High School Diploma and three (3) years of museum related work experience. College level education with major course work in history or a closely related field may be substituted for the required experience on a year for year basis.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some field work. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Some duties performed will require lifting objects weighing approximately 25 pounds.